

| REPORTS INVENTORY | | | | | CONTROL NO. | |
|--|-------------|--|-------------------|--|--|---------------|
| PREPARE IN DUPLICATE | | | | | DDS/OL/PSD 10 | |
| 1. TITLE OF REPORT (if a fill-in report include Form No.) Manpower and Cost Summary Report Semiannual Report of Accomplishments | | | | | 2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING | |
| 3. FUNCTIONAL AREA | | PERSONNEL | TRAINING | <input checked="" type="checkbox"/> ADMIN. GENERAL | | |
| | | LOGISTICS | SECURITY | OTHER (specify) | | |
| | | MEDICAL | FINANCE | | | |
| 4. NO. OF COPIES PREPARED 4 | | 5. FREQUENCY (weekly, monthly, quarterly, etc.) 3 times a year | | 6. DISTRIBUTION (No. of components not number of copies) 1 | | |
| 7. FORMAT (memorandum, form computer print-out, etc) Memorandum | | 8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO. | | 9. DIRECTIVE AUTHORITY REQUIRING REPORT LI 70-13 dtd 14 January 1969 | | |
| 10. PREPARING COMPONENT (include lowest level contributing information to report) Chief, Systems Staff, PSD | | | | 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) None | | |
| 12. COST FACTORS | | | | | | |
| A. MANUAL PREPARATION AND REVIEW COSTS | | | | | | |
| GRADE | HOURLY RATE | X HOURS PER REPORT | = COST PER REPORT | X TIMES PREPARED | = | COST PER YEAR |
| GS-14 | \$ 10.07 | 5 hours | \$ 50.35 | 3 | | \$ 151.05 |
| GS-7 | 4.28 | 45 min. | 3.21 | 3 | | 9.63 |
| B. COSTS OF COMPUTER PRODUCED REPORTS | | | | | | |
| None | | | | | | |
| TOTAL COSTS PER YEAR | | | | | | \$ 160.68 |
| 13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Required by Logistics Instruction. | | | | | | |
| 14. FUTURE GOALS | | | | | | |
| GOAL PROPOSED BY COMPONENT FOR THIS REPORT | | | | | ESTIMATED SAVINGS | |
| <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) | | | | | MAN-HOURS | DOLLARS |
| <input type="checkbox"/> CHANGE | | | | | None | None |
| <input type="checkbox"/> DISCONTINUE | | | | | | |
| 16. DATE OF INVENTORY 8 OCT 1970 | | 17. INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130077-9 STAT | | 18. EXTENSION | | |